



CITY OF ATLANTA

JUDICIAL ASSISTANT

STARTING SALARY: \$31,534

Salary Grade: 13

Applications Accepted From: September 26, 2005 until October 7 2005

Minimum Job Requirements*

Persons applying must have high school diploma or GED and three years experience as a legal secretary. Any combination of education and experience that provides requisite core competencies and essential functions for this job will be considered on prescribed guidelines.

Duties of the Job:

This employee provides administrative and secretarial support to the Municipal Court Judges as well as the Court Operations management staff; performs work assignments for special projects; performs general administrative/office functions such as answering phone, preparing letters, memos, reports and other documents; responds to questions, complaints and requests for information by telephone, or in person, from customers, employees, department heads and attorneys.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.
Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120, Atlanta, GA. 30335-0306.
Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHO'S QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, AND HIGHLY QUALIFIED.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING, EXPERIENCE AND TYPING PERFORMANCE TEST

*Verification required prior to appointment.